

Assembly Instructions

TORO Drafting Table

Before you begin, please make sure all parts and proper quantities are included. (See Part Identifier Key) Any parts damaged during shipment must be reported within 24 hours of receipt. To report information regarding damages or if you have any questions, please call 800.242.2303.

Tools Required

- 4mm hex wrench
- Screw gun
- #S2 Phillips bit



Step 1:

- Place TORO frame down on a clean and flat surface with tabs facing up.

Step 2:

- Place both of the scissor jacks down on the middle cross bar aligning with the pre-drilled pilot holes.
- Using a # 2 Phillips, secure the scissor jacks to the middle frame with four, 8-32 x 1/2" flat head machine screws.

Step 3:

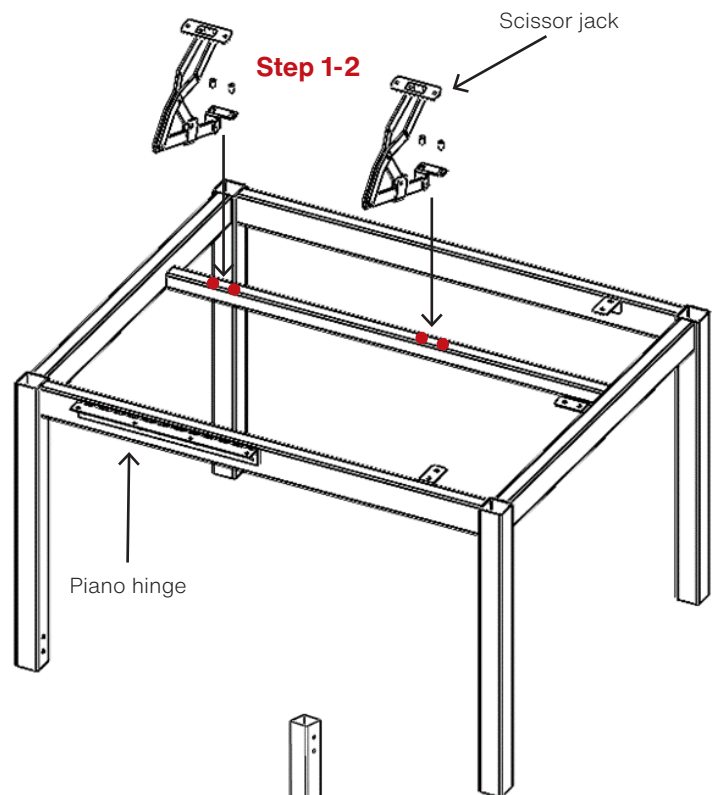
- Place both of the TORO tops facing down on a protected flat surface so pre-drilled pilot holes are facing up. See images to the right and below for the proper placement for each of the tops.

Step 4:

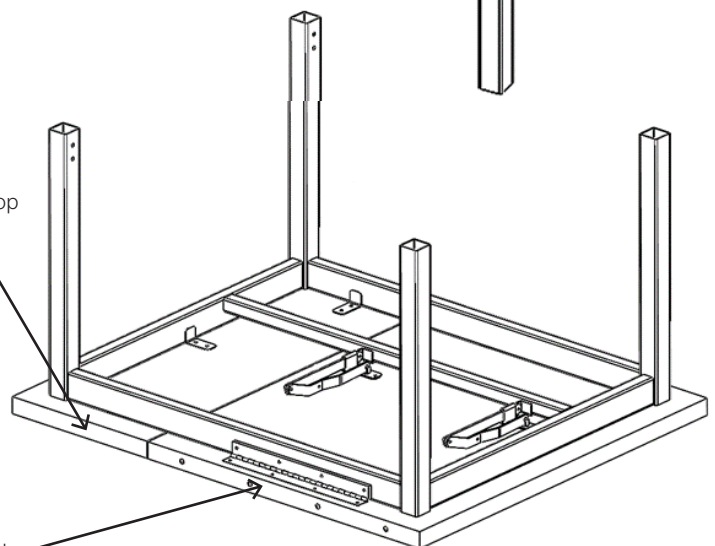
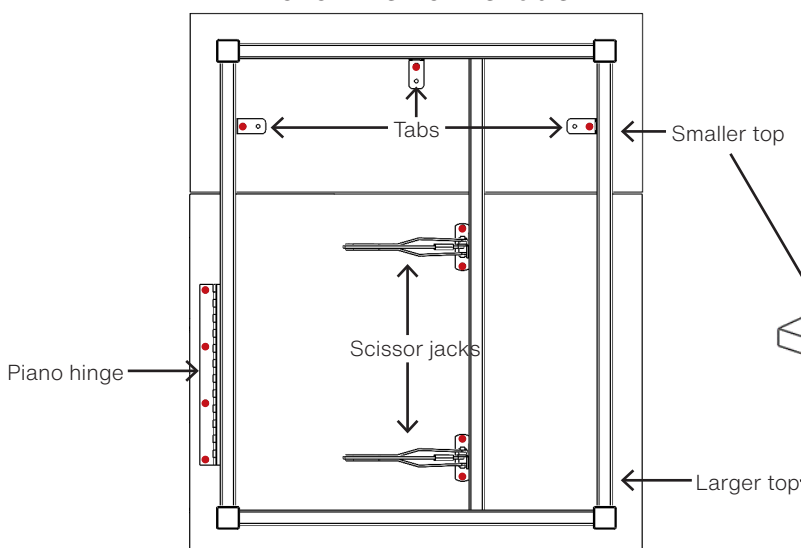
- Place TORO frame that you just assembled in Steps 1-2, down on the TORO tops and align with the pre-drilled pilot holes with the three tabs, scissor jacks and the piano hinge.
- Please use image below for all eleven locations of the pre-drilled pilot holes which are marked with a red dot.

Step 5:

- Using a # S2 square bit, secure frame, scissor jacks and piano hinge to the table tops with #10 x 3/4" square pan screws. You will use one screw per tab, two screws per scissor jack and four screws for the piano hinge.



Bottom View of the Table



Assembly Instructions

TORO Drafting Table

Step 6:

- Locate TORO inserts. Remove M6 screws and #12 star washers from the insert using a 4mm hex wrench.

Step 7:

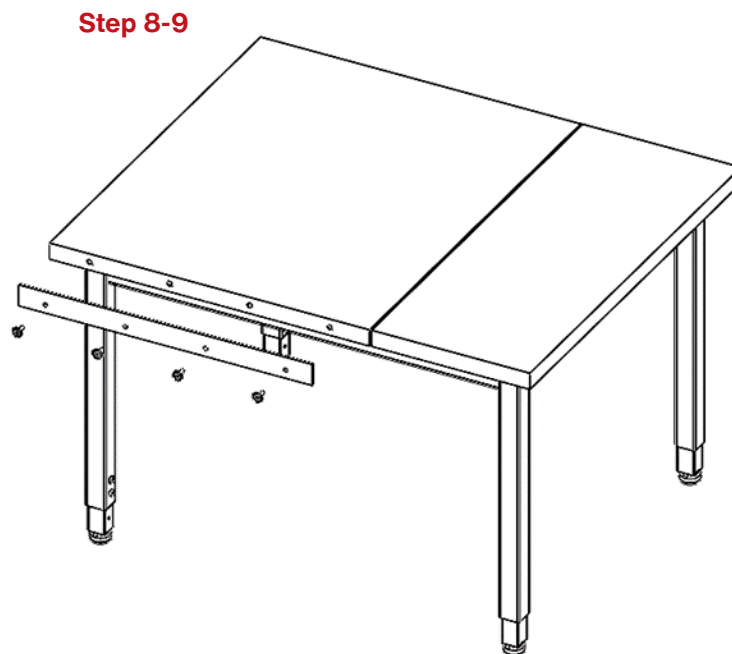
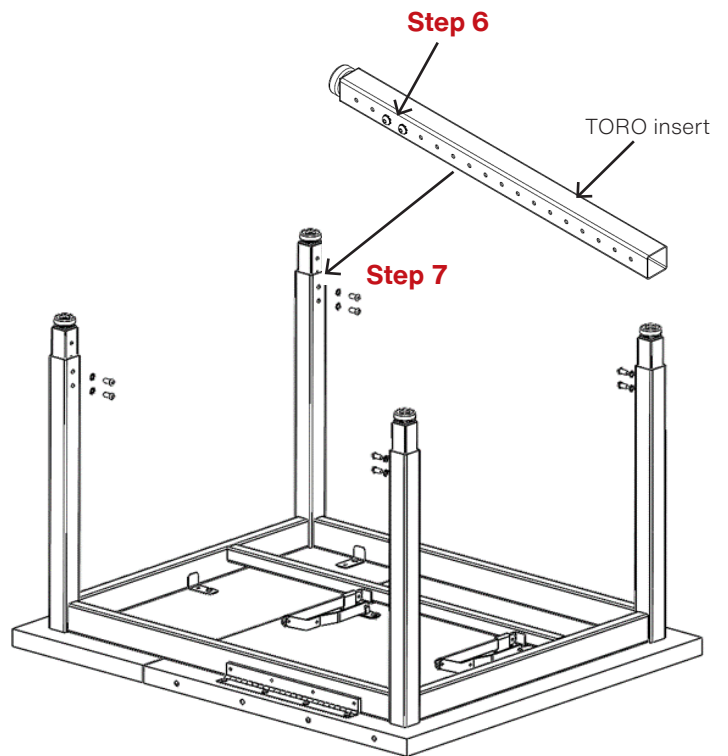
- Place insert into TORO frame and once desired height is attained, place #12 star washer and M6 screw through the hole and tighten with a 4mm hex wrench. Repeat with the 2nd star washer and M6 screw.
- Repeat Step 6 for the remaining inserts.

Step 8:

- With someone's help, turn table upright.

Step 9:

- Locate pencil ledge and align with the threaded inserts located on the front edge of the larger top.
- Using a screw gun and a 4mm Hex bit, secure pencil ledge to the top with $\frac{1}{4}$ "-20 x 20mm joint connector bolts.



Assembly Instructions

TORO Drafting Table

w/Casters/Glides

Casters are NOT to be used as a leveling device.

Step 1:

- Remove nylon glide from leg by rotating counter-clockwise until glide is free.

Step 2:

- Place stem of optional footing into the hole in the bottom of the leg. Rotate clockwise until fully inserted into leg.

Step 3:

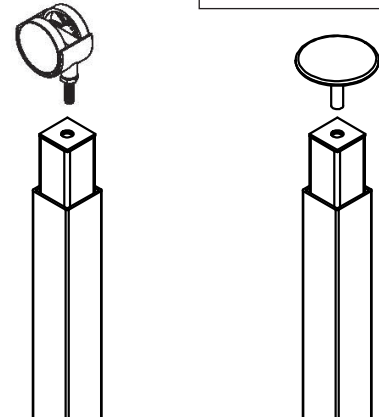
- Tighten with a 14mm open-ended wrench. (Only for the dual wheel soft tread locking caster.) Loctite on casters will cause some resistance while tightening, please make sure that casters are tightened all the way to prevent possible damage to the stem of the caster.

Step 4:

- Repeat for remaining caster or glide.

Tools Required

- 14mm open-ended wrench
- Screw gun
- #S2 square bit



TORO Table

Laminate/Phenolic Top w/Heavy Duty Casters

Casters are NOT to be used as a leveling device.

Step 1:

- Remove nylon glide from leg by rotating counter-clockwise until glide is free.

Step 2:

- Lock the caster by pushing down on the brake lever.

Step 3:

- Place stem of heavy duty caster into the hole in the bottom of the leg. Rotate clockwise until fully inserted into leg.

Step 4:

- Use 1 1/8" wrench to tighten 3/4" nut on stem of caster. Loctite on casters will cause some resistance while tightening, please make sure that casters are tightened all the way to prevent possible damage to the stem of the caster.

Step 5:

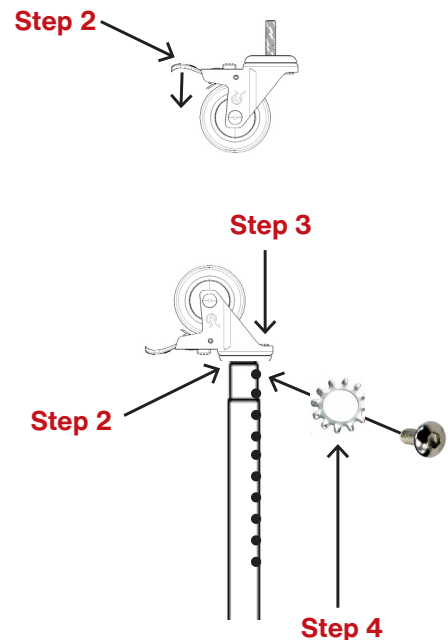
- If using adj. legs, insert star washer and M6 screw in hole closest to the caster and tighten with 4mm hex wrench. DO NOT OVER TIGHTEN.

Step 6:











- Repeat for remaining casters.

Tools Required

- 1 1/8" wrench
- 4mm hex wrench



Part Identifier Key

Part #	Description	Qty.	
0409970	8-32 x 1/2" flat head machine screws <i>(Used to attach scissor jacks to middle cross bar.)</i>	4	
0408231	#10 x 3/4" Square pan screws <i>(Used to attach frame, scissor jacks and piano hinge to the top.)</i>	11	
0404228	1/4"-20 x 20mm joint connector bolts with loctite <i>(Used to attach pencil ledge to top)</i>	4	
0400993	3" Heavy duty caster with w/brake	1 per leg	
N/A	3" Heavy duty colored caster with w/brake	1 per leg	
0402020	3" Heavy Duty Caster Hardware Pack - Used only with 1.5" adj. legs (-ADJ) (Discard if casters are not installed.)		
	1/4" star washers (04067460)	4 per set	
	M6 1x14 screws (0401259) <i>(Used in leg insert to prevent bending of the leg insert)</i>	4 per set	
040164	2.5" Grand Hank glide, 3/8"-16 x 1"	1 per leg	
04067920	1.5" soft touch glide	1 per leg	
NSL-33056S	1.25" steel glide	1 per leg	
04067540	Dual wheel soft tread locking casters	1 per leg	